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56 OCT 11 AM 9:41

CLERK OF SUPERIOR COURT
YUMA, ARIZONA 85360

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

IN THE MATTER OF:

ESTABLISHING AN ADMINISTRATIVE
POSITION IN THE SUPERIOR COURT TO
SERVE THE JUSTICE COURTS

Administrative Order
No. 96-28

IT IS HEREBY ORDERED that effective October 13, 1996, the position of Justice Court Administrator is established in the Yuma County Superior Court. The Justice Court Administrator position will adhere to all requirements set forth in Supreme Court Rule VI-A, Section 2 and the attached job description.

IT IS FURTHER ORDERED that the position be established at Grade 30 of the Superior Court Pay Plan, with funding to be provided by the Yuma County General Fund.

Done in open Court this 10th day of October, 1996.


PRESIDING JUDGE

JUSTICE COURT ADMINISTRATOR

GENERAL SUMMARY:

UNDER MINIMAL SUPERVISION, PERFORMS WORK OF CONSIDERABLE DIFFICULTY IN A COMPLEX AND CHANGING COURT SYSTEM. A DEPARTMENT HEAD, THE JUSTICE COURT ADMINISTRATOR WILL WORK FOR THE PRESIDING JUSTICE OF THE PEACE WITH APPOINTMENT AND RETENTION ON THE ADVICE AND CONSENT OF THE MAJORITY OF THE JUSTICES OF THE PEACE AND THE PRESIDING SUPERIOR COURT JUDGE. PROVIDE ADMINISTRATIVE SUPPORT TO ALL JUSTICE COURTS IN THE COUNTY. POSITION IS A PAY GRADE 30 OF THE SUPERIOR COURT PAY PLAN, SALARY RANGE \$40,856 TO 66,198, DOQ; AN EXEMPT POSITION, NOT ELIGIBLE FOR OVERTIME.

EXAMPLES OF WORK:

EVALUATE AND IMPLEMENT POLICIES & PROCEDURES FOR EFFECTIVE AND EFFICIENT COURT ADMINISTRATION. PREPARE A COORDINATED BUDGET FOR ALL JUSTICE COURTS TO ENSURE MAXIMUM USE OF RESOURCES; INVESTIGATE AND REPORT TO THE APPROPRIATE JUDGE COMPLAINTS FROM THE PUBLIC; PREPARE STATISTICAL AND ANALYTICAL REPORTS OF COURT ACTIVITIES, OPERATIONS AND PROCEDURES; MONITOR AND ANALYZE CHANGES IN LEGISLATION AFFECTING THE COURTS; ATTEND AND PARTICIPATE IN VARIOUS LOCAL AND STATE COMMITTEES AND WORK GROUPS AS DIRECTED; SERVE AS LIAISON TO LOCAL, COUNTY AND STATE DEPARTMENTS AND AGENCIES; DEVELOP, PREPARE AND ADMINISTER CONTRACTS, GRANTS AND INTERGOVERNMENTAL AGREEMENTS;

CONSIDERABLE KNOWLEDGE OF:

COURT ADMINISTRATION, CALENDARING, DOCKETING; RECORD KEEPING, CIVIL AND CRIMINAL PROCEDURES; ACCOUNTING, DATA PROCESSING PRACTICES & PROCEDURES, MODERN OFFICE PRACTICES & PROCEDURES; GOVERNMENT BUDGETING PROCESSES; STAFF DEVELOPMENT; USE OF

PERSONAL COMPUTERS, WORD PROCESSING, SPREADSHEETS AND COMPUTER AIDED REPORT WRITING.

WORKING KNOWLEDGE OF:

WORD PROCESSING, SPREADSHEETS; REPORT WRITING; TEAM BUILDING; TOTAL QUALITY MANAGEMENT; BASIC ACCOUNTING AND/OR CASH MANAGEMENT;

ABILITY TO:

ACT AS A SUPPORT STAFF FOR MULTIPLE JUDGES AND JUDICIAL STAFF; FUNCTION EFFECTIVELY WITH LITTLE SUPERVISION; PRIORITIZE TASKS; COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING WITH JUDGES, COURT STAFF, OTHER GOVERNMENT AGENCIES AND THE PUBLIC; MAINTAIN CONFIDENTIALITY AND DISCRETION; PERFORM MULTIPLE PROJECTS AND TASKS SIMULTANEOUSLY.

EXPERIENCE & EDUCATION:

FIVE YEARS SUPERVISORY EXPERIENCE, OR SEVEN YEARS OF DEMONSTRABLE PROGRESSIVELY RESPONSIBLE MANAGEMENT EXPERIENCE, INCLUDING PROJECT MANAGEMENT, STAFF DEVELOPMENT, PERSONNEL/HUMAN RESOURCES, RECORDS AND MANAGEMENT INFORMATION SYSTEMS, AND ACCOUNTING; A BACHELORS DEGREE FROM AN ACCREDITED UNIVERSITY OR COLLEGE, PREFERABLY IN COURT OR PUBLIC ADMINISTRATION.